

Internal/External Posting
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

September 20, 2007

Job Title:	Statistician	Position No.:	12052
Division:	Centralized Services	Bargaining Unit:	None
Location:	Helena	Supplement:	Yes
Status:	Permanent Full-time	Shift:	Mon-Fri 8:00-5:00
Salary:	\$19.306--\$24.133/hr.	Pay Band	6
Benefits: State employees working at least half-time are provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employee's retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444- 4551

email to hrcen@mt.gov

No later than 5:00 p.m., October 4, 2007

Application materials are available on the web at www.cor.mt.gov. Try our NEW on-line application process at this link.

Special Information: **Working conditions are usually typical office conditions. Position may become more demanding during peak workload periods.**

All DOC/ITB staff must pass National Crime Information Center background check.

All DOC/ITB staff accept working inside secured prison compounds in the presence of inmates as a condition of employment.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-2828.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties: The incumbent is responsible for designing, testing, debugging and documenting software applications programmed using Crystal Reports, Microsoft Access, Microsoft Excel, Microsoft

Power Point, Microsoft Word, SAS (Statistical Analysis Software) and others as new technology in software operating systems are developed and evolve. Reviews, evaluates, and analyzes software applications for accuracy and reproducibility of results. Provides technical assistance to others in software techniques and to resolve problems by diagnosing problems, implementing changes, and maintaining records and libraries of essential system information necessary to support accurate Department of Corrections databases.

Uses analytical research techniques, specially designed computer programs, and problem solving skills to investigate and answer questions, research problems and study work processes of Department sources of input to Department Data. Communicates with individuals and/or organizations seeking information to understand and clarify their information needs. Conducts careful and systematic research and analysis regarding public policy issues. Quickly and accurately gathers and integrates information from diverse and often unrelated sources where relationships are not clear, considers its' validity and relevance. Develops and implements solutions to technical problems, involving complex forms of measurement and calculation with conflicting requirements. Uses a variety of research methods, choosing the methods appropriate to a particular task. Draws well-reasoned and logical conclusions from information gathered and documents the research conducted and writes reports in a clear concise and well-organized style. Results may also be reported in charts, graphs and spreadsheets with conclusions provided.

Qualifications: Comprehensive knowledge of the principles, practices, concepts and theories of: statistics; computer science; SAS; PLSQL; Visual Basic; Crystal Reports; database design; database concepts; systems analysis and design; computer operations; project management; effective human relations; and state and Department procedures and practices. Must have the ability to apply the above practices, concepts, and theories to find new and innovative ways to find unique and unusual solutions to solve problems associated with major projects and state and federal policy decisions. Experience in using descriptive and inferential statistical techniques including forecasting, statistical process control, and control charts. Must be able to communicate complex analyses to non-statisticians effectively both orally and in writing

Competencies:

Communication: Able to clearly present information through the spoken or written word; read and interpret complex information; talk with customers or clients; listen well.

Continuous Learning: Able to stay informed of current industry trends; learn and apply new concepts and demonstrate career self-reliance; identify own areas of opportunity and set and monitor self-development goals.

Flexibility: Able to remain open-minded and change opinions on the basis of new information; perform a wide variety of tasks and change focus quickly as demands change; manage transitions effectively from task to task; adapt to varying customer needs.

Influence & Persuasion: Able to convince others in both positive and negative circumstances; use tact when expressing ideas or opinions; present new ideas to authority figures; adapt presentations to suit a particular audience; respond to objections successfully.

Planning, Prioritizing, & Goal Setting: Able to prepare for emerging customer needs; manage multiple projects; determine project urgency in a meaningful and practical way; use goals to guide actions and create detailed action plans; organize and schedule people and tasks.

Quality: Able to maintain high standards despite pressing deadlines; establish high standards and measure; do work right the first time and inspect material for flaws; test new methods thoroughly; reinforce excellence as a fundamental priority.

Systematic Problem Solving: Able to apply system thinking to generate solutions; focus on process rather than isolated events; obtain multiple assessments of a situation and be systematic in identifying trouble spots; use tools to define problems; evaluate alternative solutions.

Tolerance of Ambiguity: Able to withhold actions or speech in the absence of important information; deal with unresolved situations, frequent change, delays, or unexpected events.

Education and Experience: The above knowledge, skills and abilities are typically acquired through a

4 year degree from an accredited college or university and a combination of education and experience equivalent to an advanced degree in statistics, mathematics, computer science or other quantitative field and 2 years relevant work experience.

The basic requirement is a Bachelor's degree including course work specific to the following areas: Computer Science, Software Engineering, Application Development, Mathematics, Statistics.

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. College transcripts.
3. Applicants claiming the **Veteran's or Persons with Disabilities Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
4. Authorization to Release Information. This Authorization is required for all position within the Department of Corrections. ****HIRING AUTHORITY DOES NOT RECEIVE DUE TO REQUEST FOR DATE OF BIRTH**** (See Attachment)
5. Completed Supplemental Questions. (See Attachment)

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

****SEE ATTACHED SUPPLEMENTAL QUESTIONNAIRE****

SUPPLEMENTAL QUESTIONS

Job Title:	Statistician	Position Number:	12052
Application Deadline:	October 4, 2007	Department:	Corrections

Instructions: Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. Describe your experience and knowledge in data collection, survey design and statistical analysis.
2. Taking into account all of your work experience (in your current job, previous jobs, or other outside activities); please list the number of years and months of experience in each of the following categories. Briefly explain where you gained the experience.
 - a. Customer Relations
 - b. Software applications used
3. Based on the job description in the vacancy announcement, describe how your education, training, and work experience qualifies you as the best candidate for this position.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ Jurisdiction : _____

Applicant's Signature: _____ **Date:** _____